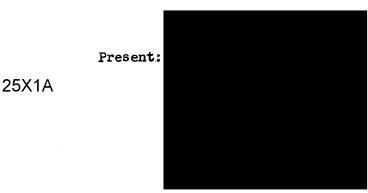
#### MANAGEMENT MEETING - OD CAREER SERVICE

5 October 1956



Absent: Mr. John J. Bagnall

#### 1. CAREER SERVICE

### A. Promotions

The following persons were recommended:

concurred for the Career Service with

25X1A

USSR	o GS-7 - Materials Section - approved
Branch	to GS-9 - Industrial Section - approved
	GS-9 to GS-11 - Biographic Sec - approved
	to GS-12 - Biographic Section - approved

25X1A

A discussion was held regarding qualification and development for a Section Chief position. Comments from the Board Members were that he was considered qualified.

25X1A

The question was raised by he possibility of promotion for morale purposes in view of his mandatory retirement in 1957. It was belief that a promotion for the purpose of morale was not proper; that the work he is performing is worth only a GS-9, and that wouldn't gain very much in retirement upon such promotion.

25X1A

25X1A

25X1A

25X1A

An action for promotion of from GS-6 to GS-7, assigned to was received by FDD for concurrence.

recommending it. 25X1A

It was pointed out, however, that very little is known about him since he transferred to the Project after a stay of approximately 3 weeks in FDD.

25X1A

25X1A

GS-5 to GS-6 - Records Section - approved

Eastern
Europe
Branch

GS-7 to GS-9 - East German Sec - approved

Furope
Branch

GS-7 to GS-9 - East German Sec - approved

Furope

Furope

Franch

GS-11 - Poland Section - approved

# B. Proposed DDI Vacancy Procedure

Questions: 1. General opinion of this proposal

2. What is FDD policy re announcing these vacancies to the personnel.

After discussion, the general consensus was that it is a worthwhile procedure and a needed one.

FDD policy will be that the Branch Chiefs will nominate candidates without announcing the vacancies. After the selection is made by the OD Board, a discussion will be held between the Branch Chief and the nominee.

# 2. OPERATIONAL MANAGEMENT

### A. FDD Field Offices

25X1A

requested the members to give thought to ways and means of immediate implementation of an FDD field contracting office in the event there is an approval on the FDD proposal. Particular emphasis on places and persons to man the field office(s) was stressed.

### B. Screening

25X1A

called attention to the many new subscriptions being requested by the branches although a revised list of subscriptions had been submitted only the previous month.

C. Armed Forces Medical Library

25X1A

announced that the Armed Forces Medical Library was being transferred to the Department of Health, Education, and Welfare. He was asked to look into what is to happen to the intelligence aspects of that work.

## D. Clerical Management

25X1A

raised the question whether clericals were being properly used in the branches. He pointed out that final typing of reports were proofread by the clericals in BU and sent directly then to Reports Branch. Suggested that if other branches were not following this procedure, they should.